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SECRETARY OF THE AIR FORCE**

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MOBILIZATION PLANNING

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This instruction implements Department of Defense Directive (DoDD) 1235.10, *Activation, Mobilization, and Demobilization of the Ready Reserve*, Department of Defense Instruction (DoDI) 1235.12, *Accessing the Reserve Components (RC)*, DoDD 1225.6, *Equipping the Reserve Forces*, and Air Force Policy Directive (AFPD) 10-4, *Operations Planning: Air and Space Expeditionary Force (AEF)*. This document provides mobilization process guidance and responsibilities regarding issuance of orders to active duty for the Air Reserve Component (ARC) pursuant to sections 688, 12301(a), 12301(d), 12302, and 12304 of Title 10, United States Code (U.S.C.). This guidance applies to all Air Force and ARC activities that mobilize and activate units and individual reservists, as well as Pre-Trained Individual Manpower (PIM). Overarching Department of Defense guidance is stipulated within DoDD 1235.10, which establishes Secretary of Defense (SecDef) policy and assigns responsibilities for mobilizing the RC; and DoDI 1235.12, which establishes SecDef policy, assigns responsibilities, and prescribes procedures for ordering units and individuals of the ARC to active duty to support the national defense across the full spectrum of military operations, including sustained operational missions,

emergent contingency operations, and service during national emergencies or in time of war. Joint Publication 4-05, *Joint Mobilization Planning*, establishes objectives and further defines responsibilities of the Joint Staff and Services. This document represents general guidance; legal counsel should be sought to resolve ambiguities. This document incorporates language from the Air Force (AF) Mobilization Business Rules. While this instruction provides authoritative guidance, insofar as possible, AF Business Rules should be interpreted in harmony with this document. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* maintained in the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

(ANG) This instruction supplements Air Force Instruction (AFI) 10-402, *Mobilization Planning*, 1 May 2012 to provide additional guidance for Air National Guard (ANG) Wing, Tenant, and Independent Units (consisting of Geographically Separated Units (GSU) and collocated units) about mobilization planning and execution requirements to support Operational Contingencies and Aerospace Expeditionary Force.

(ANG) This supplement implements the ANG Mobilization Coordination Policy and establishes procedures and timelines to ensure on-time delivery of Involuntary Mobilization packages. Compliance with this supplement is mandatory throughout the ANG.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Thorough review of this publication is required by Air Force Components, Major Commands (MAJCOMs), Field Operating Agencies (FOAs), and Direct Reporting Units (DRUs). Additional guidance is available within AFI 10-401, *Air Force Operations Planning and Execution*; AFI 10-403, *Deployment Planning and Execution*; and AFI 10-404, *Base Support and Expeditionary Site Planning*. Any organization may supplement this instruction. References to Major Commands (MAJCOMs) include the Air Force Reserve Command (AFRC), Air National Guard (ANG), Field Operating Agencies (FOAs) and Direct Reporting Units (DRUs), as applicable. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication. AF Form 847s should be routed through appropriate channels to Headquarters (HQ) United States Air Force (USAF)/A5XW, 1480 Air Force Pentagon, Washington, DC 20330-1480; AFA5XW.Workflow@pentagon.af.mil; (703) 695-9060.

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Chapter 1

AIR FORCE MOBILIZATION POLICY

1.1. The decision to activate RC forces: Will adhere to the judicious and prudent use principles outlined within DoDD 1235.10. In compliance with this directive, all Air Force Components, MAJCOMs, DRUs, and FOAs will maintain the following standards when ordering ARC members to active duty.

1.1.1. Involuntary activation/mobilization (Title 10 U.S.C. § 688, 12301(a), 12302, 12304) of ARC forces will be for a maximum of one (1) year at any one time (alternative constructs require approval from the Secretary of the Air Force (SECAF) or designated representative, the Under Secretary of Defense for Personnel and Readiness (USD (P&R), or SecDef)). This period will include pre-deployment administrative actions, deployment-specific pre-deployment training, deployment, any administrative absence days accrued under Post-Deployment/Mobilization Respite Absence (PDMRA), in accordance with AFI 36-3003, *Military Leave Program*, reconstitution time, and post mobilization leave.

1.1.1.1. Deployment-specific training includes training stipulated within the Line Remarks section of the Time Phased Force Deployment Data (TPFDD), as required by supported command reporting instructions and AFI 36-2201, *Air Force Training Program*. Training not specified within the line remarks, and/or post deployment reconstitution time, requires advanced approval via the HQ AF Mobilization Staffing Process.

1.1.1.2. Ancillary training (to include Tier 1 and Tier 2a training) shall be completed prior to postured AEF vulnerability periods as required by AFI 36-2201.

1.1.2. Units and individuals of the Ready Reserve that are involuntarily activated/ mobilized shall be kept on active duty no longer than absolutely necessary.

1.1.3. A force generation construct should encompass a 1:5 mobilization-to-dwell ratio as a planning objective. ARC force predictability is maximized through the use of defined operational cycles and utilization of force generation plans to provide advanced notification.

1.1.3.1. Every effort shall be made to reduce or eliminate the use of unnecessary mobilization days to promote efficient utilization of limited mobilization days and human resources, thereby increasing ARC ability to support future mobilization requirements.

1.1.3.2. In accordance with (IAW) DoDI 1235.12, mobilization/pre-mobilization training for reservists shall avoid being scheduled if a suspension of training at a temporary duty location of at least 5-days is anticipated to occur during any portion of such mobilization or pre-mobilization training.

1.1.4. The approval of involuntary activation (mobilization) orders to support combatant commander (CCDR) requirements shall be completed in a timely manner that affords ARC members the opportunity to receive orders at least 180-days prior to the mobilization start date. **Figures 4.2** and **4.3** depict current HQ AF Mobilization Staffing Process guidance for rotational and emergent requirements; providing detailed timeline guidance to support AF mobilization.

1.1.5. ARC members who are involuntarily activated/mobilized to support a contingency operation for a period of more than 30 days, and their eligible family members, are authorized by Title 10, U.S.C. Sec 1074(d)(1) as eligible to receive TRICARE benefits up to 180-days prior to the active duty order start date.

1.1.5.1. Commanders are authorized to produce mobilization orders immediately upon receipt of the MAJCOM execution message, unless specified otherwise.

1.1.5.2. Effective date of early TRICARE benefits is the date member orders are issued or 180-days prior to active duty order start date, whichever is later.

1.1.5.3. If an ARC member is issued delayed-effective-date active duty orders (for more than 30 days in support of a contingency operation) that are subsequently cancelled prior to the member reporting to active duty, TRICARE coverage (eligibility) for the member and eligible family members terminates on the effective date the orders are cancelled.

1.1.5.4. At no time will the early TRICARE entitlement be greater than 180-days.

1.1.6. Involuntary activation/mobilization orders in support of rotational contingency operations shall be provided to the member at least 180-days prior to the mobilization start date, or no later than 30-days after transmission of the mobilization message from AF/A5XW, whichever is later. The Unit Commander may issue involuntary activation/mobilization orders to a replacement member inside this timeline if the approved member becomes non-deployable in accordance with AFI 10-403.

1.1.6.1. AFRC and ANG will provide metric reports to SAF/MR identifying timeliness of the publication date of involuntary mobilization orders and start date of mobilization (OPR: SAF/MR).

1.1.7. The decision to involuntarily activate/mobilize ARC forces is made only after determining that it is both judicious and prudent to do so. Therefore, involuntary activation/mobilization (Title 10 U.S.C. § 12302 or 12304) of ARC forces should be considered only when CCDR requirements exceed Active Component (AC) capacity and the "ARC volunteer pool" (Title 10 U.S.C. § 12301(d)).

1.1.8. AC functional area's warfighting capabilities shall be at, or below, a 1:2 deployment-to-dwell ratio prior to involuntarily activating/mobilizing ARC forces.

1.1.9. To the maximum extent possible given operational considerations and involuntary mobilization timelines, ARC forces shall be activated under Title 10 U.S.C. § 12301(d).

1.1.10. Deployment, or time-in-theater tour lengths for involuntarily activated/mobilized ARC, shall be consistent with similar AC forces (alternative rotational constructs require approval by AF/A3/5).

1.1.11. To the extent possible, and to maximize unit cohesiveness, involuntarily activate/mobilize entire Unit Type Codes (UTC) and/or mission sets assigned to the same Unit Identification Code (UIC).

1.1.12. Traditional unit reservists should be considered for involuntarily activation/mobilization prior to an Individual Mobilization Augmentee (IMA) unless the support is for the IMA's unit of assignment. IMAs are primarily activated to support their unit of

assignment. IMA support outside their unit of assignment must be approved by and through the IMA's unit of assignment.

1.1.13. Involuntarily activate/mobilize individuals with at least a 1:5 mobilization-to-dwell ratio in order to comply with Office of the Secretary of Defense (OSD) policy regarding judicious and prudent use of the Reserve Component (DoDD 1235.10). Individuals being mobilized with less than a 1:5 mobilization-to-dwell ratio require endorsed justification from the first general officer in the chain, verifying that no other qualified individuals with suitable dwell periods (at least a 1:5 mobilization-to-dwell ratio), or individuals who have never been mobilized, exist within the applicable unit. The general officer endorsed justification shall be included as a tab in the involuntary mobilization request submitted to AF/A5XW.

1.1.14. AC members who transfer to the ARC will assume a 1:5 mobilization-to-dwell ratio based on their last deployment return date. Members being considered for a subsequent mobilization should have at least 12-months of dwell. Members having less than 12-months of dwell must sign a waiver letter acknowledging the shortfall or they will be exempt from consideration.

1.1.15. The Individual Ready Reserve (IRR) will be screened, maintained, and individually prepared for activation as a pre-trained manpower pool to ensure the total force is completely resourced in the event of a contingency operation, national emergency, or war.

Chapter 2

MOBILIZATION RESPONSIBILITIES

2.1. President of the United States (President). The President is the highest authority that directs the nation's military, including mobilization.

2.2. Secretary of Defense (SecDef). As authorized, SecDef exercises involuntary recall authority for reserve component forces.

2.3. Office of the Secretary of Defense (OSD) . Assists the SecDef in managing mobilization of the Reserve Component by developing implementation guidance for issue by the SecDef or designated representative to the Joint Staff, Military Departments, and Defense agencies. OSD assembles cost data and compiles reports on the cost of military operations, as required by law.

2.4. National Security Council (NSC). At the direction of the President, the NSC establishes national security emergency preparedness policy, normally by means of an Executive Order that assigns emergency preparedness responsibilities, including mobilization, to the DoD and other Federal departments and agencies. The President chairs the NSC; regular attendees include the Vice President, Secretary of State, Secretary of the Treasury, SecDef, and Assistant to the President for National Security Affairs; Chairman of the Joint Chiefs of Staff (CJCS) is the statutory military advisor to the Council.

2.5. Secretary of the Air Force (SECAF). Upon receipt of the Executive Order, SECAF is given authority to approve involuntary activation/mobilization requests under certain circumstances outlined within DoDI 1235.12. This authority may be delegated to a designated representative IAW Title 10 U.S.C. sections 113 and 136 or an Executive Order.

2.6. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR). SAF/MR is the lowest level to which mobilization approval authority may be delegated. In this capacity, SAF/MR, in coordination with OSD staff, provides guidance as contingency and policy changes necessitate. SAF/MR guidance details parameters on mobilization and demobilization authority.

2.7. Chairman of the Joint Chiefs of Staff. The Chairman, in consultation with the other members of the Joint Chiefs of Staff (JCS), prepares integrated plans for military mobilization, establishes planning relationships, develops mobilization options, and provides mobilization recommendations to the SecDef. The Chairman is also responsible for preparing and submitting general strategic guidance for the development of industrial mobilization programs to the SecDef, monitoring the status and progress of mobilization, and preparing required reports for the President to submit to Congress.

2.8. Joint Staff (JS). The JS (J3/J4) supports the CJCS in integrating the mobilization plans of the Military Departments and Defense agencies.

2.9. Commander, Air Combat Command (COMACC) . COMACC, through ACC, coordinates with other AF Major Commands/Direct Reporting Units/Field Operating Agencies (MAJCOMs/DRUs/FOAs) and Headquarters United States Air Force (HQ USAF) to identify AF-recommended sourcing solutions for all AF (assigned or unassigned) conventional forces (as defined by JP 1-02, *Department of Defense Dictionary of Military and Associated Terms*). ACC coordinates and prepares rotational force schedules, rotational force allocation plans,

recommended sourcing solutions, and military risk assessments for JS submission to SecDef for final approval.

2.10. Air Force Personnel Center (AFPC) Directorate of Air Expeditionary Forces (AEF) and Personnel Operations (AFPC/DPW). AFPC/DPW is responsible for centrally managing the scheduling and sourcing of conventional active component forces to meet combatant commander requirements, with the exception of some smaller career fields that are responsible for their own sourcing.

2.11. Air Combat Command (ACC). ACC serves as the AF force coordinator for conventional forces and, as such, is the focal point for all involuntary activation/mobilization requests for conventional ARC forces.

2.11.1. ACC/A3O is the designated executive agent for the Combat Air Forces (CAF) Scheduling Integrated Process Team (SIPT). The CAF SIPT is responsible for sourcing, developing, coordinating, publishing and maintaining the CAF portion of the Consolidated Planning Order (CPO), which provides the aviation schedule for the AEF cycle.

2.11.2. ACC/A3O receives and coordinates all conventional mobilization/demobilization and rescission requests with other MAJCOMs and the respective ARC component(s) (Air National Guard and/or Air Force Reserve Command). All requests are then submitted to AF/A5XW to acquire SECAF and/or SecDef approval. ACC/A3O will develop internal guidance and procedures to ensure involuntary activation/mobilization requests for conventional ARC forces comply with policy, guidance, and procedures stipulated within this instruction.

2.12. Air Mobility Command (AMC) Forces. AMC, as the air component to the United States Transportation Command (USTRANSCOM), the Joint Force Provider (JFP) for mobility forces, will make sourcing recommendations from all Mobility Air Forces (MAF) and task assigned forces dedicated to the mobility mission as defined in Global Force Management Implementation Guidance (GFMIG). AMC is responsible for developing the MAF sourcing schedule for air mobility rotational operations and implement applicable Global Force Management (GFM) Appendices. AF supports USTRANSCOM requirements through the GFM Allocation Plan (GFMAP) and manages the force via the AEF process. AMC forces made available by USTRANSCOM for other CCDR requirements receive taskings through the SecDef GFM force allocation and AEF process to meet CCDR requirements.

2.12.1. Mobility Air Forces. The MAF is responsible for sourcing and scheduling strategic airlift requirements and/or attachment of the capability to the air component command of the Combatant Command (CCMD). MAF aviation requirements are built by the supported command with AMC guidance. AMC/A3 prepares and schedules MAF aviation units for steady-state rotations. The MAF SIPT is responsible for sourcing, developing, coordinating, publishing, and maintaining the aviation schedule for the AEF cycle. AMC/A3 is the designated executive agent for the MAF SIPT and serves as the central point for supporting and managing the AEF database.

2.12.2. AMC Mobilization Cell receives and coordinates all mobility mobilization/demobilization and rescission requests with other MAJCOMs and the respective ARC component(s). All requests are then submitted to AF/A5XW to acquire SECAF and/or SecDef approval. AMC Mobilization Cell will develop internal guidance and procedures to

ensure involuntary activation/mobilization requests for Mobility ARC forces comply with policy, guidance, and procedures stipulated within this instruction.

2.13. Air Force Special Operations Command (AFSOC) Forces. AFSOC, as the air component to the United States Special Operations Command (USSOCOM), the JFP for special operations forces (SOF), will make sourcing recommendations and task AFSOC-assigned SOF and conventional forces dedicated to the USSOCOM mission, as assigned to the Forces-For assignment table. AFSOC conventional forces not dedicated to SOF missions receive taskings through the AEF process to support SecDef GFM force allocations and meet CCDR requirements.

2.13.1. 623 Air and Space Operations Center (AOC) receives and coordinates all SOF mobilization/demobilization and rescission requests with other MAJCOMs and the respective ARC component(s). All requests are then submitted to AF/A5XW to acquire SECAF and/or SecDef approval. 623 AOC will develop internal guidance and procedures to ensure involuntary activation/mobilization requests for SOF ARC forces comply with policy, guidance, and procedures stipulated within this instruction.

2.14. Component Major Commands/Component Numbered Air Force (C-MAJCOM/C-NAFs). C-MAJCOM/C-NAFs will develop appropriate plans to ensure forces can mobilize to meet force availability as identified in War and Mobilization Plan (WMP) 3, Part 1, *Combat Forces*, and Part 2, *Support Forces*. This planning will include force list development and justifications for expanding capability or capacity of other resource areas.

2.15. C-MAJCOM/C-NAFs:- Will coordinate on all mobilization/demobilization and rescission requests for their respective gained units. If gained ARC units/personnel are ordered to active duty in support of a contingency or named operation, funding reimbursement may be available (OPR: SAF/FMB).

2.16. Lead-MAJCOM (L-MAJCOM) :- Will develop ARC activation plans to support all aspects of the Joint Strategic Capabilities Plan (JSCP).

2.17. AFPC, C-MAJCOM/NAFs, L-MAJCOMs, respective ARC Headquarters, Unified Commands, and External Agencies :- Are responsible for tracking proper utilization and overall management of activated ARC forces. In addition to data resident in the Military Personnel Data System (MilPDS) and Deliberate and Crisis Action Planning and Execution Segments (DCAPES), other AFPC and L-MAJCOM tracking and reporting responsibilities include, but are not limited to, the tracking/reporting of each ARC Airman's current duty location, operational utilization (i.e. why the Airman was activated and what the Airman is currently being used for), activation/mobilization authority, if appropriate, and any other data/tracking requirements as directed by AF/A1PR, Air Force Crisis Action Team (AFCAT) A1, or AFCAT WMP.

2.18. Operations . The Deputy Chief of Staff (DCS), Operations, Plans and Requirements (AF/A3/5) is responsible for providing guidance to implement Air Force policy. Through the Air Force War Planning and Policy Division (AF/A5XW), AF/A3/5 manages the Air Force involuntary activation/mobilization program and ensures this program is congruent with OSD policy and law.

2.18.1. AF/A5XW is the primary Air Staff agent responsible for interpreting and disseminating mobilization policy guidance. AF/A5XW will provide guidance on

mobilization policy, procedures, mobilization package requirements, and procedures for exceptions resulting from changing mobilization/demobilization requirements.

2.18.2. AF/A5XW receives and coordinates all mobilization/demobilization and rescission requests for SECAF and/or SecDef approval.

2.19. Personnel. The DCS, Manpower, Personnel and Services (AF/A1), assisted by the Director, Air National Guard (NGB/CF) and Chief, Air Force Reserve (AF/RE) manages the activation/deactivation of ARC personnel and retirees.

2.19.1. The Directorate of Force Management Policy (AF/A1P), in coordination with the Air Force Directorate of Manpower, Organizations and Resources (AF/A1M) and respective ARC component Directorate of Personnel (A1), develops plans, guidance, and procedures relating to implementation of volunteerism, recall, activation, sustainment, and deactivation authorities for the utilization of ARC, retirees, and Active Component personnel, as applicable. All involuntary activation/deactivation actions must be coordinated with AF/A5X. AF/A5X processes all mobilization issues through AF/A5XW.

2.20. Director, Air National Guard (NGB/CF). The NGB/CF assists AF/A3/5 in developing guidance and procedures for involuntary activation/mobilization, sustainment, and demobilization, and carries out policies through the ANG Staff. Additionally, NGB/CF, through ANG/A3 or ANG CAT, coordinates with HQ ACC, in concert with AFPC/DPW (for conventional ANG mobilization requirements), AMC (for mobility ANG mobilization requirements), or AFSOC (for SOF ANG mobilization requirements). The selection of unit/personnel for mobilization will be based on unit readiness, training, and adequate mobilization-to-dwell ratios (at or above a 1:5 mobilization-to-dwell ratio). When involuntary activation/mobilization of ANG unit/personnel is required, ANG POCs will obtain all requisite approvals for the use of ARC forces (i.e., NGB/CF approval and governor notification).

2.20. (ANG) Director, Air National Guard (NGB/CF). The National Guard Bureau Air Directorate staff will implement the following procedures while coordinating all Involuntary Mobilization packages.

2.20.1. (Added-ANG) Mobilization Coordination:

2.20.1.1. **(Added-ANG)** No later than (NLT) Day-285 prior to Mobilization Start Date: Should the tasked ANG Wing/Unit not deliver all required elements (Name, Associated waivers and/or certifications); the National Guard Bureau (NGB) will nominate a member from that Wing/Unit upon identification of a suitable member for mobilization; NGB will provide the Unit Commander five (5) working days (including Drill weekend) to either provide an alternate member or submit written justification, including associated documents (AF-IT, LoX, etc.) requesting relief of that requirement. Adjudication of Unit sourcing, including the possible re-tasking to an alternate Wing inside the eligibility period will be held at the Director, NGB/A2/3/6/10 level.

Figure 2.1. (Added-ANG) Mobilization Coordination Timeline.



2.20.1.2. (Added-ANG) NGB O-6 level approval is required for submission of any Mobilization Change Request within 60-Days of mobilization, except in case of formally declared "Emergent" mobilizations.

2.20.1.3. (Added-ANG) All NGB Functional Area Managers (FAMs) will share with Wing Commanders initial sourcing solutions (Number and composition of each "Line" requirement assigned to each Wing) as soon as possible. This applies to all career fields/core functions and any USAF established Major Weapons System (MWS) planning schedules.

2.20.2. (Added-ANG) Mobilization to Dwell (M2D) Less than 1:5 :

2.20.2.1. (Added-ANG) Both SECAF and CNGB have reaffirmed the ANG mobilization planning factor of a 1:5 M2D. Should an airmen be nominated with a M2D less than 1:4, the NGB FAM will explore sourcing to another Wing so as to avoid mobilization below SECAF & CNGB's target (1:5 M2D).

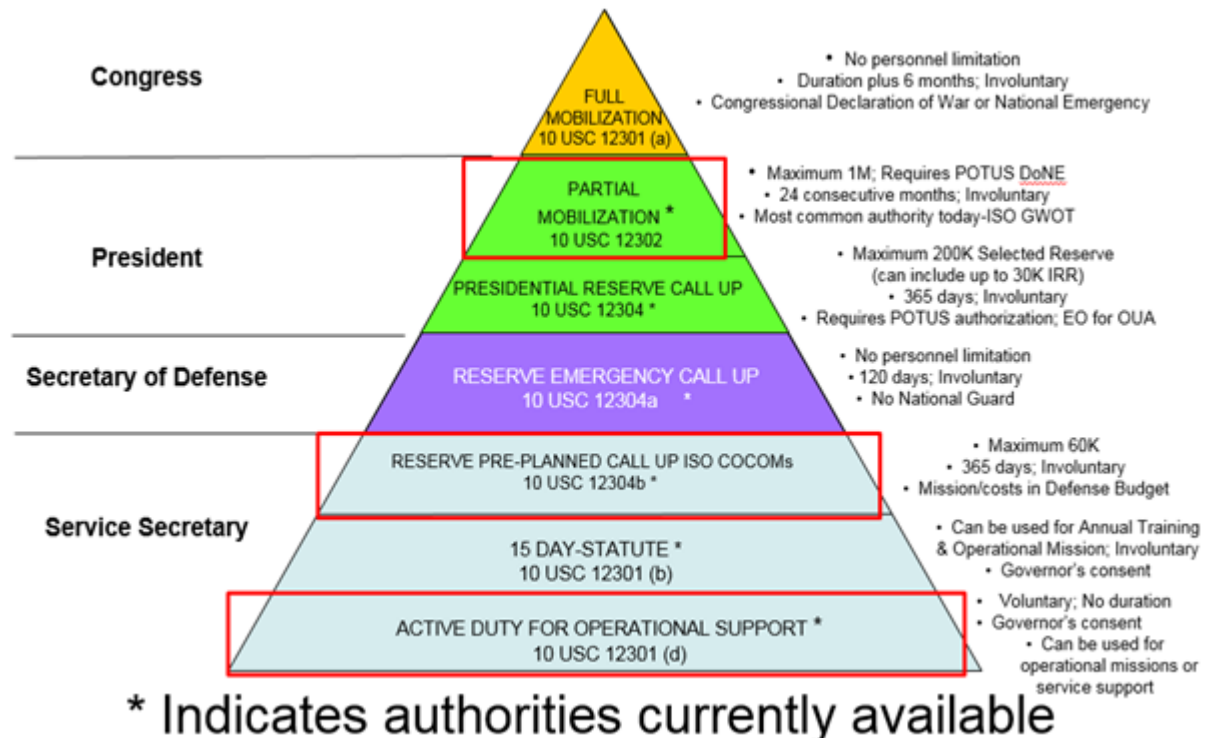
2.20.2.2. (Added-ANG) Prior to submission to the Force Providing MAJCOM, Director, ANG, or representative, must approve any nominations for members with a M2D less than 1:3.

2.20.2.3. (Added-ANG) NGB will make every effort to remove an involuntary mobilization requirement (Line requirement on Mobilization Authorization), where we have a guard member willing to "Volunteer in Lieu of Mobilization" (Activate under 10 USC 12301(d)) to meet that requirement.

2.20.2.4. (Added-ANG) Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual

(AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

Figure 2.2. (Added-ANG) Activation Authorities for Reserve Component.



2.21. Chief, Air Force Reserve (AF/RE). The AF/RE assists AF/A3/5 in developing guidance and procedures for involuntary activation/mobilization, sustainment, and demobilization, and carries out these policies in coordination with HQ AFRC and HQ Air Reserve Personnel Center (ARPC). AF/RE, serving a dual-hatted role as the AFRC commander, coordinates with HQ ACC, in concert with AFPC/DPW (for conventional Air Force Reserve (AFR) mobilization requirements), AMC (for mobility AFR mobilization requirements), or AFSOC (for SOF AFR mobilization requirements). The selection of unit/personnel for mobilization will be based on unit readiness, training, and adequate mobilization-to-dwell ratios (at or above a 1:5 mobilization-to-dwell ratio).

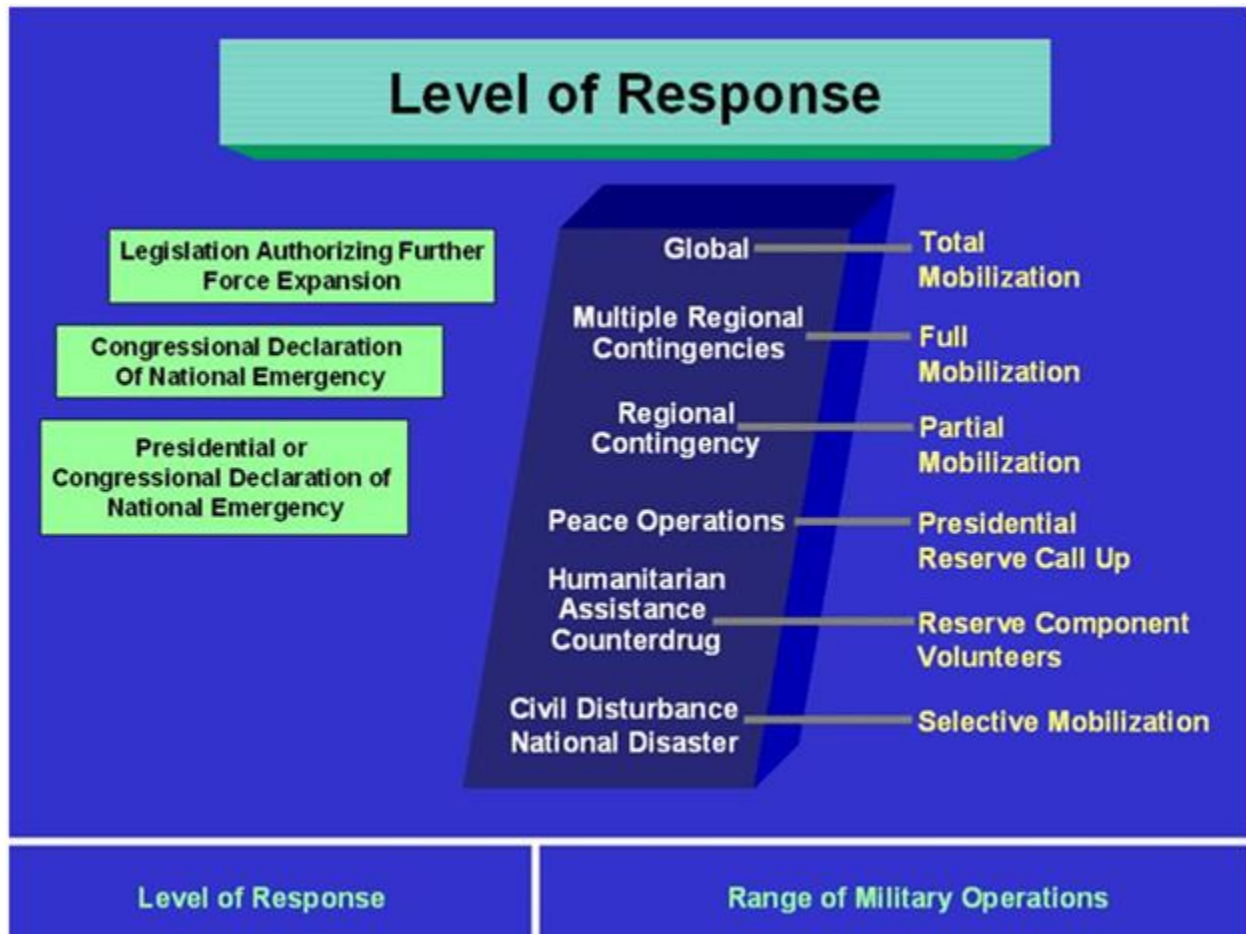
2.21.1. AFRC Force Generation Center (FGC) Mobilization Cell receives and coordinates mobilization/ demobilization and rescission requests for all Reserve personnel. All requests are submitted to FGC Mobilization Cell from the C-MAJCOM/C-NAF to acquire AFRC approval. FGC Mobilization Cell will develop internal guidance and procedures to ensure involuntary activation/mobilization requests for reserve forces comply with policy, guidance, and procedures stipulated within this instruction.

Chapter 3

LAWS, AUTHORITIES, AND LEVELS OF MOBILIZATION

3.1. Laws, Authorities, and Levels of Mobilization. Mobilization provides political, economic, military, and legal options for consideration by the President throughout the range of military operations (Figure 3.1). Authority to activate ARC forces stems from United States Code (U.S.C.) and Public Law. Title 10 of the U.S.C. contains the statutes governing manpower mobilization. Emergency actions are governed by Congressional action, Executive Orders, Federal, DoD and Service policies. The supported commanders, in consultation with assigned legal counsel, will consider emergency authorities during planning for response options and include them in Operation Plan(s) (OPLAN).

Figure 3.1. Level of Response.



3.2. Authorities for Activation. Table 3.1 contains a partial list of authorities for activation available in various scenarios. There is no set or chronological sequence to these levels of activation; each depends on the nature of the contingency, its imminence, and the threat to U.S. National Security. The requirement to initiate any level of activation usually will compel a review at all management levels to consider escalating the level of access to the ARC forces.

These authorities remain in effect until rescinded by the President or Congress, or expire by law. There are seven major authorities for activation:

3.2.1. Volunteerism (Title 10 U.S.C. § 12301(d)). This flexible authority can be utilized by C-MAJCOM/C-NAF/FOA/DRUs to bring Selected Reserve (SelRes), Individual Ready Reserve (IRR) Airmen, and Guardsmen (with consent from the respective Governor or other appropriate authority) to active duty on a voluntary basis during domestic or international emergencies and other contingency operations. This authority can be used as a bridge to quickly expand active force capabilities, while awaiting legal authority to proceed with involuntary activation actions. Further, it can also be used selectively throughout a contingency and beyond. The number of personnel activated is determined and managed by C-MAJCOM/C-NAF/FOA/DRUs and based on the availability of funding.

3.2.2. Retired Airmen (Title 10 U.S.C. § 688). Eligible retired Airmen may be involuntarily assigned to such duties as the SECAF considers necessary in the interests of National Security. Under Title 10 U.S.C. and regulations prescribed by the SecDef, a retired member of the Active Component (Section 688(b)(1)) or a member of the Retired Reserve who retired with an Active Duty (AD) retirement (Section 688(b)(2)), may be ordered to AD by the SECAF at any time. There is no specified period in this section of law for an Airman to be called to duty, except as noted below. Most Airmen ordered to AD under Title 10 U.S.C. § 688(a) may not serve on AD pursuant to orders under that subsection for more than 12 months within the 24 months following the first day of AD served under that subsection. However, this time limit is not applicable during war or national emergency.

3.2.3. Selective Mobilization for a domestic emergency (Title 10 U.S.C. § 332, 333, and 12406). Active Armed Forces may be expanded as a result of action by Congress and/or the President to mobilize Air Reserve Component units, certain IRR, and the resources needed for their support to meet the requirements of a domestic emergency that is not the result of an enemy attack.

3.2.4. Presidential Reserve Call-Up (PRC) (Title 10 U.S.C. § 12304). The President, without declaration of national emergency, may authorize the SecDef to augment the active Armed Forces by a call-up of ARC units and for certain individuals for not more than 365 days to meet the requirements of an operational mission or certain emergencies. The President must notify the Congress and state reasons for this action. PRC is limited to not more than 200,000 Ready Reservists (of which 30,000 may be from the IRR) from all Services. PRC authority may be operationally or geographically specific, based on the executive order for each occurrence.

3.2.5. Partial Mobilization (PM) (Title 10 U.S.C. § 12302). The Active Armed Forces may be expanded as a result of action by the President (not more than 1,000,000 for not more than 24 consecutive months) to mobilize Ready Reserve Component units, individual reservists, and the resources needed for their support to meet the requirements of a war or other national emergency involving an external threat to the national security.

3.2.6. Full Mobilization (Title 10 U.S.C. § 12301(a)). Active Armed Forces may be expanded as a result of action by Congress and the President to mobilize all Reserve Component units and individuals in the existing approved force structure, as well as all retired military personnel, and the resources needed for their support to meet the requirements of a war or other national emergency involving an external threat to the national

security. ARC personnel, for instance, can be placed involuntarily on active duty for the duration of the emergency plus six months.

3.2.7. Total Mobilization (Title 10 U.S.C § 12301 and the additional Titles 10 and 50 Emergency Authorities). The Active Armed Forces may be expanded as a result of action by Congress and the President to organize and/or generate additional units or personnel beyond the existing force structure, and the resources needed for their support, to meet the total requirements of a war or other national emergency involving an external threat to the national security.

3.3. Stop–Loss (Title 10 U.S.C § 12305). Stop-Loss can be a prudent crisis preparation action. Any time ARC personnel are serving on active duty pursuant to an order to active duty under 10 U.S.C. § 12301, 12302, or 12304, the President may suspend any provision of law relating to promotions, retirements and separations for ARC and AD personnel. Under this section, the President may prevent members of the ARC from being reassigned to a resource pool of lesser availability (e.g., SelRes to IRR, IRR to Standby Reserve (active status), Standby Reserve (active status) to Standby Reserve (inactive status)).

Table 3.1. Legal Authorities for Activation.

Legal Authorities for Activation					
R U L E	LEGAL AUTHORITY	AUTHORIZATION REQUIRED	SITUATION Appendix 1	ELIGIBLE PERSONNEL	REMARKS
1	10 U.S.C. § 12301(a) Full and Total Mobilization	An authority designated by SECAF	Congressional Declaration of War or national emergency	All ARC members except that members on inactive status lists or in a retired status may not be ordered to AD unless SECAF (w/SecDef approval) determines that there are not enough qualified reserves in an active status or in the active Air National Guard in the required category who are readily available. No numerical or time limitation unless established by	Unless terminated at an earlier date by the Secretary concerned, the period of active service of any Airmen of an Armed Force is extended for the duration of any war plus six months. (10 U.S.C. § 671 specifies Basic Training requirement).

Legal Authorities for Activation					
R U L E	LEGAL AUTHORITY	AUTHORIZATION REQUIRED	SITUATION Appendix 1	ELIGIBLE PERSONNEL	REMARKS
				Congress.	
2	10 U.S.C. § 12301(d)	Approval of an authority designated by SECAF	At any time	Volunteers	May be used for any lawful purpose. Consent of the Airmen (and respective Governor for Guardsmen) is required. 10 U.S.C. § 12301(d).
3	10 U.S.C. § 12302	Secretaries of the military departments	National emergency declared by the President	Limited to 1,000,000 Ready Reserve Airmen for up to 24 months	SecDef must report to SASC and HASC at least once a year on the policies and procedures prescribed to carry out subsection (b) of 10 U.S.C. § 12302
4	10 U.S.C. § 12304	SecDef pursuant to authorization from President who has determined that it is necessary to augment the active forces	Operational mission or in response to certain emergencies	Limited to 200K Ready Reserve for up to 365 days (30K of the 200K may be IRR from all Services). The Air Force share of the 30K IRR call-up authority is determined upon execution of Title 10 U.S.C. § 12304	The President must report to Congress within 24 hours on the circumstances necessitating the action taken under this section and describing the anticipated use of these units or members. May not be used for disaster relief.
5	10 U.S.C. § 12406 (Also related 10 U.S.C. § 331 10 U.S.C. § 332 10 U.S.C. § 333 and 10 U.S.C. § 334)	President	Invasion by a foreign nation, suppress rebellion, or execute laws (selective mobilization)	ANG	May be used for Federal aid to states in case of insurrection (10 U.S.C. § 331). Enforce Federal authority (10 U.S.C. § 332). Suppress interference with state and Federal law (10 U.S.C. § 333). Following Presidential proclamation for insurgents to disperse (10 U.S.C. § 334).
6	10 U.S.C. § 688	SECAF Approval	At any time	Retired members of the Active Component and members of the Retired Reserves who	During peacetime, most officers may not serve more than 12 months within 24 months from the first day of active duty. During war or national emergency declared by

Legal Authorities for Activation					
R U L E	LEGAL AUTHORITY	AUTHORIZATION REQUIRED	SITUATION Appendix 1	ELIGIBLE PERSONNEL	REMARKS
				retired w/AD retirements	Congress, there is no limitation to tour length.

Chapter 4

MOBILIZATION PROCESS

4.1. Mobilization Process. Listed below, and in [Figure 4.1](#) are the various steps involved in the mobilization process.

4.2. Chairman of the Joint Chiefs of Staff. CJCS, as advised by JS, recommends to the SecDef the assets that are to be called up, and their planned use, when Reserve Component (RC) forces are to be involuntarily activated/mobilized to augment the Active Component. In preparing mobilization recommendations, the following is considered: assessments of the Services, CCMDs, and Service component commanders input from JS; and technical advice, legal opinions, and policy considerations from OSD.

4.3. SecDef and SECAF. If certain conditions are met (see [Table 3.1](#)), the appropriate authority of SecDef or SECAF makes the decision to initiate involuntary activation/mobilization. Note: Mobilization actions may require the President and/or SecDef to notify Congress as noted in [Table 3.1](#).

4.4. Mobilization Cap (MOBCAP) Management. The President, in consultation with the SecDef and with input from the USD (P&R) and the Secretaries of the military departments, will establish an RC forces MOBCAP, when appropriate. The MOBCAP establishes a limit of how many RC personnel can be involuntarily activated/mobilized at one time. The Secretaries of the military departments will provide justification for RC force requirements while applying policies and procedures regarding judicious and prudent use of these forces. The USD (P&R), in coordination with CJCS, will establish authorization levels for each Secretary of the military departments within the approved total MOBCAP.

4.5. During an emerging crisis or contingency. The air component of the supported CCDR will analyze requirements, review and/or modify the appropriate OPLAN(s), force list(s) and TPFDD(s), and submit a validated tasking IAW CJCSM 3122.01A, *JOPE Volume 1*, AFI 10-401 and/or Expeditionary Combat Support (ECS) Request for Forces (RFF) to AFPC/DPW via JS. At the same time, the SECAF, SecDef, and President will pursue, if appropriate, increased access to ARC forces via the various activation authorities prescribed by law as noted in [Table 3.1](#).

4.5.1. All Aviation RFFs are submitted to the CAF SIPT, MAF SIPT or AFSOC, as appropriate, through JS.

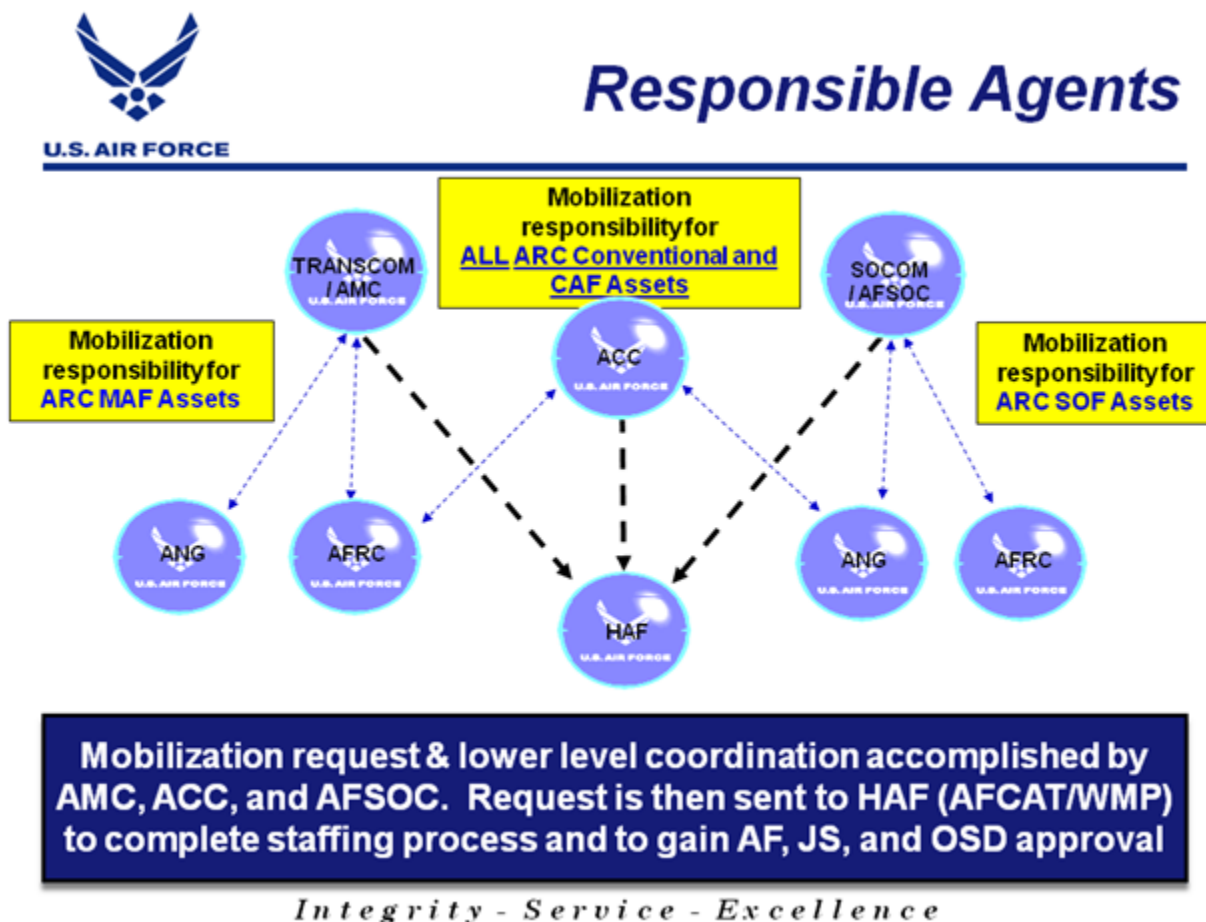
4.5.2. USAF force sourcing (and deployment) procedures are prescribed in AFI 10-401 and AFI 10-403. Once mobilization authority has been granted as required by law, the AFCAT WMP cell relays specific mobilization request procedures to HQ AMC, ACC, AFSOC, AFRC, ANG, AFPC/DPW, Air Staff Directorates and Functional Area Managers (FAM), AFCAT A1, and other CAT representatives.

4.5.3. Crisis Action Teams (CAT). HQ USAF, MAJCOM, AFPC/DPW and operational-level (FOA/DRU, Numbered Air Force (NAF), unit-level) CATs and FAM networks will be alerted/activated and assigned duties to meet contingency mission needs.

4.5.4. Emerging Crisis or Contingency Demand exceeds Active Component Capability. When the AF Component to the Joint Force Provider (AF FP) (AMC for mobility forces; ACC for conventional forces; AFSOC for special operations forces), in coordination with AFPC and the L-MAJCOMs, determine requirements cannot be met with Active Component forces and ARC volunteer forces (Title 10 U.S.C. § 12301(d)), execution of the ARC Utilization Plan will commence (ref: AFPD 10-4 and AFI 10-401). The ARC Utilization Plan identifies specific ARC units for involuntary activation/mobilization sourcing and will be synchronized to account for general ARC force availability and readiness. This plan is co-developed by HQ AF, AF FP, L-MAJCOM, and ARC FAMs, and is prepared as a preparatory measure when existing CCDR demands levied on the Active Component drive them to operate at or below a 1:3 deploy-to-dwell ratio.

4.6. Mobilization Staffing Details: **Figure 4.1** depicts the responsible agents for staffing an involuntary activation/mobilization request for ARC units/personnel.

Figure 4.1. Mobilization Responsible Agents.



4.6.1. HQ AMC. As the Service component to USTRANSCOM, the JFP for mobility forces, AMC is also the responsible agent for Mobility Air Force – ARC mobilization requests. The AMC Mobilization Cell receives and coordinates all Mobility mobilization/demobilization and rescission requests with other MAJCOMs and the respective ARC component(s). All requests are then submitted to AF/A5XW (AFCAT WMP) NLT 255

days prior to the first mobilization start date. AF/A5XW will acquire SECAF and/or SecDef approval. The AMC Mobilization Cell will develop internal guidance and procedures to ensure involuntary activation/mobilization requests for Mobility ARC forces comply with policy, guidance, and procedures stipulated within this instruction.

4.6.2. HQ ACC. As the designated Service manager for conventional forces, ACC is also the responsible agent for both Combat Air Force and Conventional – ARC mobilization requests. ACC/A3O receives and coordinates all Conventional mobilization/demobilization and rescission requests with other MAJCOMs and the respective ARC component(s). All requests are then submitted to AF/A5XW (AFCAT WMP) NLT 255 days prior to the first mobilization start date. AF/A5XW will acquire SECAF and/or SecDef approval. ACC/A3O will develop internal guidance and procedures to ensure involuntary activation/mobilization requests for Conventional ARC forces comply with policy, guidance, and procedures stipulated within this instruction.

4.6.3. HQ AFSOC. As the Service component to USSOCOM, the JFP for special operations forces, AFSOC is also the responsible agent for Special Operations Forces – ARC mobilization requests. 623 AOC receives and coordinates all SOF mobilization/demobilization and rescission requests with other MAJCOMs and the respective ARC component(s). All requests are then submitted to AF/A5XW (AFCAT WMP) NLT 255 days prior to the first mobilization start date. AF/A5XW will acquire SECAF and/or SecDef approval. 623 AOC will develop internal guidance and procedures to ensure involuntary activation/mobilization requests for SOF ARC forces comply with policy, guidance, and procedures stipulated within this instruction.

4.6.4. While staffing details may vary between commands, the mobilization request submission timeline to AF/A5XW of NLT 255 days prior to the first mobilization start date, for CCDR rotational requirements, is standard and mandatory for all commands (**Figure 4.2**). The mobilization request submission timeline for emergent CCDR requirements is NLT 60 days prior to the mobilization start date (**Figure 4.3**).

Figure 4.2. Mobilization Staffing Process Details for Rotational CDR Requirements.

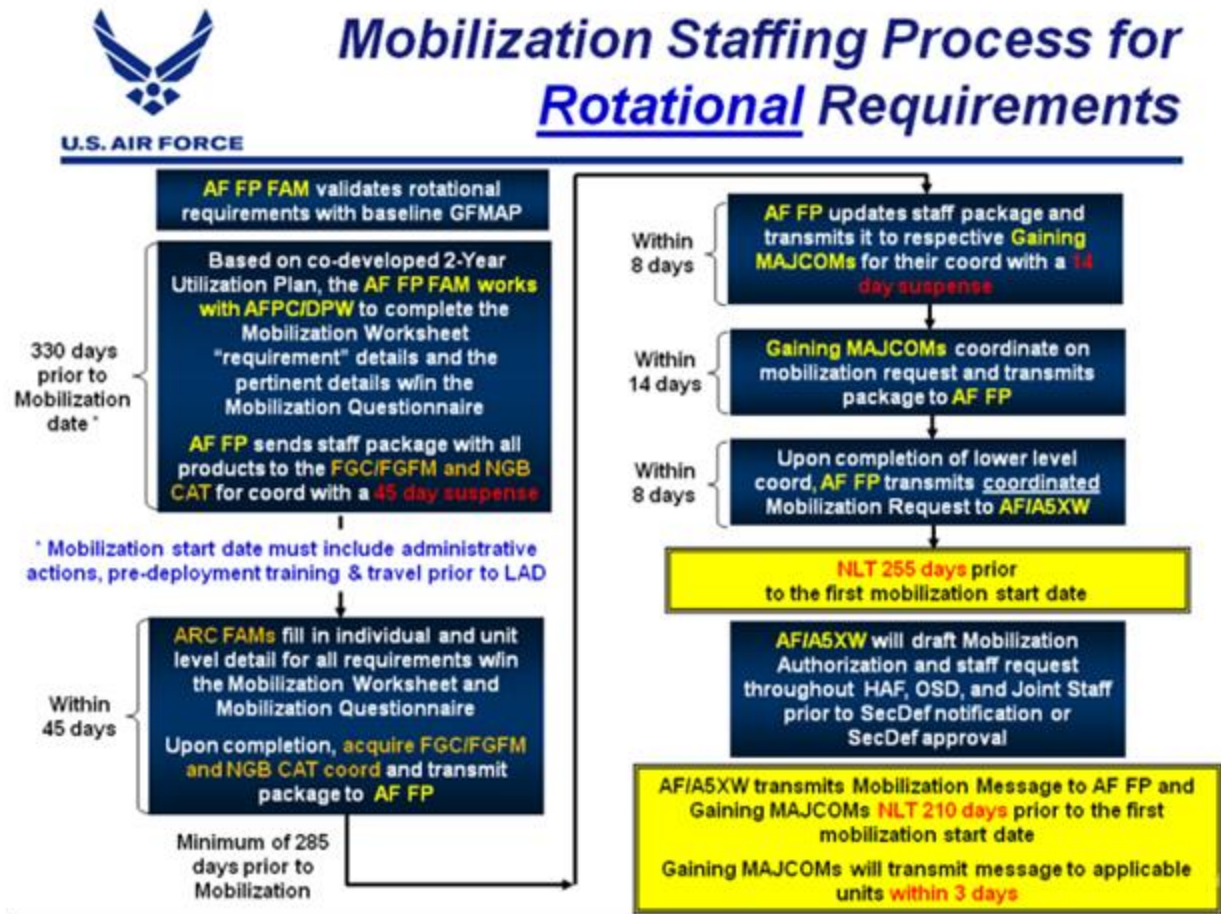
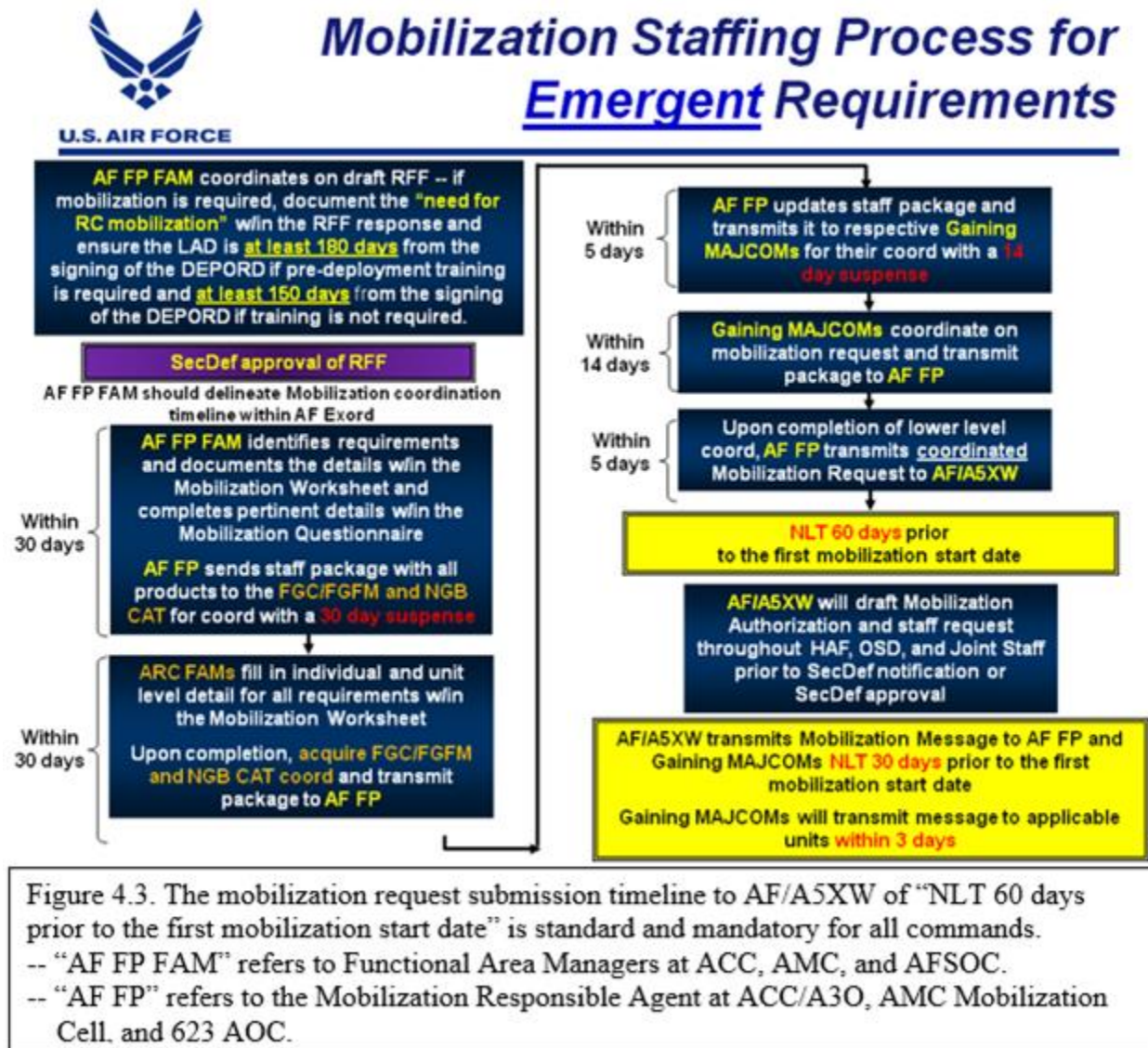


Figure 4.2. The mobilization request submission timeline to AF/A5XW of “NLT 255 days prior to the first mobilization start date” is standard and mandatory for all commands

- “AF FP FAM” refers to Functional Area Managers at ACC, AMC, and AFSOC
- “AF FP” refers to the Mobilization Responsible Agent at ACC/A3O, AMC Mobilization Cell, and 623 AOC

*GFMAP: Global Force Management Allocation Plan

Figure 4.3. Mobilization Staffing Process Details for Emergent CCDR Requirements



4.7. Upon approval:- AFCAT WMP will prepare a message from the AF/A3/5 authorizing the AF JP or agency to begin the involuntary activation process in accordance with the dates specified within the mobilization message. Strict compliance with the mobilization message is essential, since involuntary activation of ARC personnel constitutes a legal action. Deviations from the approved authorization must be coordinated in advance with AF/A5XW who will then acquire subsequent approval, as necessary. No additional notification to the SecDef is required to activate those ARC units/Airmen specified within the mobilization authorization. However, all activations must be IAW current OSD policy.

4.7.1. The AF FP will direct activation of forces by message through the appropriate ARC headquarters/CAT.

4.7.1.1. The ARC will enter the directed Tasking Notification Code into DCAPES to designate that the RC tasking has been authorized for mobilization.

4.7.1.2. Mobilization requirements will be loaded into the system designated by AF/A1M.

4.8. Upon completion of deployment- specific pre-deployment training, deployment reconstitution time (if applicable), post-deployment stand-down time, any administrative absence days accrued under PDMRA, and post mobilization leave, ARC members should be demobilized expeditiously.

Chapter 5

INVOLUNTARY ACTIVATION/MOBILIZATION

5.1. Involuntary Activation. Involuntary activation/mobilization should be the exception, not the norm. However, the ARC must be prepared for activation/mobilization at any time. Planning will cover all degrees of volunteerism, call-up, and mobilization in support of OPLAN(s) as well as plans prepared to meet needs created by crisis situations. SelRes units and IMAs may be activated within 72-hours of notification. However, when IRR, Stand-by Reserve, and Retired Reserve Airmen are activated, they have five calendar days, or as specified, to report for duty.

5.2. Effective Tour Dates. The President, with advice of the SecDef, will specify the effective beginning and ending dates for each activation. Units, UTCs, and individual ARC members, when applicable, may not be substituted unless specifically authorized within the mobilization authorization and coordinated in advance with the C-MAJCOM/C-NAF, AF FP, AF/RE, and HQ ANG. The first day of active duty begins the date an ARC Airmen begins pre-deployment administrative actions, training, or travel in compliance with an active duty order.

5.3. ARC Airmen . will be released from active duty not later than the established end-of-tour date, regardless of the date of entry to active duty. Do not extend end-of-tour dates unless a request for continuation, retention, or an approved extension has been received. Mobilization end dates are stipulated within the mobilization authorization message. Any deviations must be coordinated in advance through the appropriate ARC Headquarters and AF FP to AF/A5XW, who will acquire subsequent approval, if necessary.

5.4. Reporting for Active Duty. Units and individuals will report for AD as follows:

5.4.1. AF JP, Unified Commands, and External Agencies will provide the ARC unit commander the authority to order unit Airmen to AD at their assigned duty station.

5.4.2. IMAs report to their unit of assignment unless otherwise ordered by the C-MAJCOM/C-NAF, Unified Command, External Agency, or other authority.

5.4.3. Unless specified otherwise, ARC members ordered to AD shall complete demobilization actions at their assigned duty station.

5.5. Uniform Code of Military Justice (UCMJ) Authority . The organizational commander exercising Operational Control (OPCON) over the unit/organization to which a recalled or activated reservist is assigned or attached for duty (at the mobilized or deployed location) has concurrent UCMJ punishment authority. However, the deployed commander will confer with the ARC Airman's commander at his or her permanently assigned duty station before taking any action.

5.6. Full Mobilization. Under Full mobilization, the Active Component will assume OPCON and Administrative Control (ADCON) of activated ARC forces.

5.7. Short of full mobilization . ADCON will remain with AFRC or ANG, as appropriate, unless a specific agreement is made to integrate the ARC and regular components.

5.8. Funds for pay and allowances :- are provided from the MPA fund (except for retirees; who are gained directly to AD and do not use MPA funding). AFPC or the respective C-

MAJCOM/C-NAF will provide 2.5-MPA days to cover accrued leave for each 30-consecutive day period the Airman is activated. Airmen will be returned to home station upon completion of the required tour length. During the leave/out processing period, Airmen are not available to the theater commander. The Airman shall be released from active duty once out-processing is completed; however, they are still available subject to the limitations imposed by law and policy, to be involuntarily activated after deactivation.

Chapter 6

VOLUNTEERISM (TITLE 10 U.S.C. § 12301(D))

6.1. Volunteerism. In the early stages of a contingency, participating ARC forces are often volunteers from the SelRes (either as individuals or in postured UTCs), activated under Title 10 U.S.C. § 12301(d) and serving on MPA man-days. This may be expanded to include volunteers from the entire Ready Reserve population. Until involuntary activation/mobilization authority has been approved, volunteerism is the only means for bringing ARC forces on active duty to support a contingency operation. Consent of the respective Governor is required for the voluntary activation of Guardsmen. ARC volunteers thus represent responsive and flexible capabilities that can quickly augment active forces on a global scale (at both Continental United States (CONUS) and Outside the Continental United States (OCONUS) locations).

6.2. Military Personnel Appropriation (MPA) Man-days. The MPA program is designed to support the short-term needs of the Active Component when there is a temporary need for non-Extended Active Duty (EAD) personnel with unique skills or resources that cannot be economically met in the active force. MPA man-days may also be used, under Title 10 U.S.C. § 12301(h), to allow ARC members to receive authorized medical care or to be medically evaluated for retention. Tours normally not approved include replacement of personnel on leave, temporary duty (TDY), in school, or to cover gaps created by reassignment. Additional information regarding the MPA man-day program can be found in AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program*.

6.2.1. Management and Tracking. AFPC, AF FP, C-MAJCOM/C-NAFs, ARC HQs, and respective ARC units will ensure volunteer forces are managed and tracked. These same volunteer resources may be associated with UTCs subject to involuntary activation to meet emerging requirements. Management of deploying volunteer ARC forces is critical and must be coordinated across the FAM communities (within HQ USAF, AFPC, MAJCOMs, and ARC), to de-conflict current requirements with projected and/or long term requirements. C-MAJCOM/C-NAFs/DoD agencies must ensure volunteers complete the period of active duty specified in their orders or until mission completion, whichever occurs first. HQ USAF authorizes the commander having OPCON to release them earlier after coordination with respective ARC HQs.

6.3. Managing Volunteers. Subject to the needs of the Air Force, ARC Airmen serving on voluntary tours may be recalled or mobilized. A volunteer serving in a contingency outside his or her unit will not return to his or her unit for call-up or mobilization without the coordination and consent of the commander who gained the volunteer. Commanders who gain volunteers will not delay or prohibit the return of volunteers to their home stations as their activation and travel orders expire.

6.3.1. ARC members that volunteer, and are selected, for voluntary activation/mobilization outside of their AEF vulnerability period are not exempt from involuntary activation/mobilization during their AEF vulnerability period. Therefore, it is possible that an ARC member may be involuntary activated/mobilized after completing a voluntary activation/mobilization outside of their AEF vulnerability period.

6.3.2. Once authorized, volunteers will be activated by the C-MAJCOM/C-NAF. Upon notification of activation, C-MAJCOM/C-NAF will immediately provide all appropriate MPA, travel, and per diem fund cites to the tasked unit. Unless immediate travel is mission critical, Airmen will not proceed without such information. AC units to which IMAs are assigned will ensure all individual pre-deployment processing actions are completed.

6.3.2.1. Activation orders shall be provided to individuals volunteering under Title 10, U.S.C. 12301(d) within two weeks of the individual's acceptance to support a valid operational requirement tasking that is received by the unit and approved by the wing commander or equivalent.

6.3.2.2. ARC members who volunteer (Title 10, U.S.C. 12301(d)) to support a contingency operation for a period of more than 30 days are eligible to receive TRICARE benefits up to 180-days prior to the active duty order start date.

6.3.2.2.1. AF FP, in coordination with C-MAJCOM/C-NAFs, shall make every effort to identify contingency operation requirements and sourcing options in a timely manner that affords ARC member volunteers the opportunity to receive orders at least 180-days prior to the active duty order start date.

6.3.2.2.2. The effective date of early TRICARE benefits is the date member orders are issued or 180-days prior to active duty order start date, whichever is later.

6.3.2.2.3. At no time will the early TRICARE entitlement be greater than 180-days.

6.3.2.2.4. If an ARC member is issued delayed-effective-date active duty orders (for more than 30 days in support of a contingency operation) that are subsequently cancelled prior to the member reporting to active duty, TRICARE coverage (eligibility) for the member and eligible family members terminates on the effective date the orders are cancelled.

6.3.3. Ready Reserve Component members may volunteer under Title 10 U.S.C. 12301(d), and retired Airmen of the AC may volunteer under Title 10 U.S.C. § 688, if qualified to perform the mission and a validated requirement exists.

6.3.4. Funds for pay and allowances are provided from the MPA Account (except for retirees). Travel and per diem will be paid from the operation and maintenance (O&M) account of the organization requesting the volunteer. The respective C-MAJCOM/C-NAF will provide 2.5-MPA days to cover accrued leave for each 30-consecutive day period the Airman is activated. Airmen will be returned to home station upon completion of the required tour length. During the leave/out processing period, Airmen are not available to the theater commander. The Airman shall be released from active duty once out-processing is completed; however, they are still available subject to the limitations imposed by law and policy, to be involuntarily activated after deactivation.

6.3.5. MPA requirements to support a contingency will be calculated by the requesting organization and entered into CMAS or its replacement system. Deviations from this calculation must be coordinated through the supported C-MAJCOM/C-NAF and approved by AF/A1M.

6.3.6. Unless waived by the ARC member, individuals on MPA tours of 61-days or more will be given at least 60-days advanced notice of any change to their original tour length; members on tour for 31 to 60 days will be given 30-days advanced notice of tour curtailment.

Chapter 7

SOURCING FROM THE PRE-TRAINED INDIVIDUAL MANPOWER (PIM) POOL

7.1. Sourcing from the PIM Pool (IRR, Retired Active, Standby Reserve, Inactive Standby Reserve, and Retired Reserve). During extremely large or sustained contingencies, or scenarios placing significant demands on specific Air Force Specialty Codes (AFSC) where the combination of Active Component plus SelRes forces is insufficient to meet requirements, involuntary activation/mobilization of Airmen from the PIM pool may be warranted. Sourcing from the PIM pool is a limited surge option, not intended as a force sustainment tool, and must be carefully exercised as part of a deliberate and graduated force generation strategy recommended by HQ USAF and approved by SecDef.

7.2. Activating the PIM. Involuntarily activating/mobilizing PIM is determined by the statute utilized to recall personnel. Coordinated recommendations are required from the USD (P&R) and the CJCS. Services whose current force structure sets conditions for PIM to be called to active duty as casualty personnel replacements must ensure the intent, scope, and timing for the involuntary use of PIM is included in plans presented to the SecDef for approval.

7.2.1. Considerations for use of the PIM pool include: required mission response times, required skill sets, availability of AC forces, the size (or estimates) of the ARC volunteer population, expected duration of the contingency, deployment requirements, etc.

7.3. PIM Activation Criteria. Normally, PIM involuntary activation will not be recommended unless the following factors are present relative to the contingency:

7.3.1. Mobilization authority under Title 10 U.S.C. § 12302 (Partial Mobilization) or Title 10 U.S.C. § 12301(a) (Full/Total Mobilization) has been established (also, SECAF authority under Title 10 U.S.C. § 688 is necessary to activate Retired Active Duty).

7.3.2. Tasked active duty and SelRes resources have been cross-leveled Air Force-wide (consideration should also be given to cross-leveling skill sets across *all* Services' SelRes populations), and PIM resources represent the best remaining source of personnel to satisfy the projected shortages.

7.3.3. Stop-Loss has been invoked for PIM skill sets under consideration.

7.4. Individual Ready Reserve (IRR). Airmen serving in the IRR can provide depth of capability to support future conflicts. However, the decision to draw from this resource requires a thorough examination of other viable options. One additional consideration is activation with the consent of the Airman. If involuntary activation is required, appropriate IRR Airmen with the necessary skills will be selected for activation based on CCDR requirements.

Chapter 8

SCREENING THE READY RESERVE

8.1. Screening the Ready Reserve. All Airmen of the Ready Reserve are to be screened at least annually to meet the provisions of Title 10 U.S.C. § 10149. These measures provide for a Ready Reserve force composed of Airmen who comply with the following standards:

8.1.1. Meet military service wartime standards of mental, moral, professional, and physical fitness.

8.1.2. Possess the military qualifications required in the various grades, ratings, and specialties.

8.1.3. Are available immediately for active duty during an involuntary activation/mobilization, or as required by law.

8.2. Participating Airmen. Participating Airmen are assessed during their fulfillment of statutory participation requirements.

8.2.1. Some non-participating Airmen of the Ready Reserve who have remaining military service commitment are assessed during Muster or Push-Pull screenings.

8.3. Theology and Divinity Students. Ready Reservists who are students in an accredited theology or divinity school cannot be involuntarily called to active duty or required to participate in active duty training IAW Title 10 U.S.C. 12317. These students must be transferred to the Standby Reserve for the duration of their theological studies. Ready Reservists participating in a military Chaplain Candidate or Theology Student Program may continue their Ready Reserve affiliation and engage in active duty training and serve on active duty.

Chapter 9

EXTENSION AND RESCISSION GUIDANCE

9.1. Extension Guidance. Mobilization extensions are the exception and not the norm. It is critical that AF FPs, in coordination with C-MAJCOM/C-NAFs, thoroughly assess the continued need and use of ARC forces to support a particular mission.

9.1.1. For each PRC authority, the total activation period, including any extensions, will not exceed 365 consecutive days per individual. For PM Authority, the total activation period (including extension) will not exceed 24 consecutive months. Implementation of each authority will be IAW current OSD policy.

9.1.2. The AF FP, in coordination with AF/A3/5 and the applicable Air Staff FAM and ARC headquarters, will review the requirement as soon as possible but not later than 120 days prior to the expiration of involuntary activation/mobilization authority to assess whether an extension will be required. If an extension is required, the AF FP, in coordination with respective C-MAJCOM/C-NAF, will submit a mobilization extension request for approval not later than 60-days before the expiration of mobilization authority together with a specific mitigation plan to sustain operational requirements once all periods of mobilization are complete.

9.1.3. Extension requests will be forwarded to AF/A5XW (AFCAT WMP), which will staff the request accordingly. All requests are subject to SECAF and/or SecDef approval.

9.2. Rescission Guidance. Upon AF/A5XW direction, C-MAJCOM/C-NAFs will revalidate their involuntary activation/mobilization requirements against operational needs and identify unused mobilization authorizations for rescission. AF FP, in coordination with respective C-MAJCOM/C-NAFs, will coordinate with the respective ARC headquarters every 90 days to determine if any unexecuted or unused authority can be rescinded. This coordination will assist in the proper management of ARC force mobilization authority and approval by civilian leadership of additional mobilizations, as needed. AF/A5XW (AFCAT WMP) will inform C-MAJCOM/C-NAFs via message of the timeline for authorization rescission.

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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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Abbreviations and Acronyms—

A1—Air Force Deputy Chief of Staff for Manpower, Personnel and Services

AC—Active Component

ACC—Air Combat Command

AD—Active Duty

ADCON—Administrative Control

AEF—Air Expeditionary Force

AF—Air Force

AFCAT—Air Force Crisis Action Team

AFH—Air Force Handbook

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPC/DPW—Air Force Personnel Center Directorate of Air Expeditionary Force and Personnel Operations

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

(Added-ANG) AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

AFSOC—Air Force Special Operations Command

AMC—Air Mobility Command

ANG—Air National Guard

AOC—Air and Space Operations Center

ARC—Air Reserve Component (ANG and AFRC resources)

ARPC—Air Reserve Personnel Center

(Added-ANG) CC—Commander

C-MAJCOM—Component Major Command

C-NAF—Component Numbered Air Force

CAF—Combat Air Forces

CAT—Crisis Action Team

CCDR—Combatant Commander

CJCS—Chairman of the Joint Chiefs of Staff

CJCSM—Chairman of the Joint Chiefs of Staff Manual

CMAS—Command Man-day Allocation System

CCMD—Combatant Command

(Added-ANG) CNGB—Chief of the National Guard Bureau

(Added-ANG) COCOM—Combatant Command

COMACC—Commander, Air Combat Command

CONUS—Continental United States
CPO—Consolidated Planning Order
CSAF—Chief of Staff of the Air Force
DCAPES—Deliberate Crisis Action Planning and Execution Segments
(Added-ANG) DCAPES—Deliberate and Crisis Action Planning and Execution Segments
DCS—Deputy Chief of Staff
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
(Added-ANG) DRMD—Deployment Requirements Manning Document
DRU—Direct Reporting Unit
EAD—Extended Active Duty
ECS—Expeditionary Combat Support
(Added-ANG) EO—Executive Order
FAM—Functional Area Manager
FGC—Force Generation Center
FOA—Field Operating Agency
FP—Force Provider
(Added-ANG) FY—Fiscal Year
GFM—Global Force Management
GFMAP—Global Force Management Allocation Plan
GFMIG—Global Force Management Implementation Guidance
GMAJCOM—Gaining Major Command
(Added-ANG) GSU—Geographically Separated Units
(Added-ANG) GWOT—Global War on Terrorism
HASC—House Armed Services Committee
HQ—Headquarters
HQ USAF—Headquarters United States Air Force
IAW—In Accordance With
IMA—Individual Mobilization Augmentee
IRR—Individual Ready Reserve
(Added-ANG) ISO—In Support of

J3—Operations Directorate of a Joint Staff
J4—Logistics Directorate of a Joint Staff
JCS—Joint Chiefs of Staff
JFP—Joint Force Provider
JOPEs—Joint Operation Planning and Execution System
JS—Joint Staff
JSCP—Joint Strategic Capabilities Plan
LAD—Latest Arrival Date
LOI—Letter of Instruction
L-MAJCOM—Lead Major Command
(Added-ANG) M2D—Mobilization to Dwell
MAF—Mobility Air Forces
MAJCOM—Major Command
MilPDS—Military Personnel Data System
MOBCAP—Mobilization Cap
MPA—Military Personnel Authorization
(Added-ANG) MWS—Major Weapons System
NAF—Numbered Air Force
NGB—National Guard Bureau
NLT—No Later Than
NSC—National Security Council
O&M—Operation and Maintenance
OCONUS—Outside the Continental United States
OPCON—Operational Control
OPLAN—Operation Plan
OPR—Office of Primary Responsibility
OSD—Office of the Secretary of Defense
(Added-ANG) OUA—Operation United Assistance
PDMRA—Post-Deployment/Mobilization Respite Absence
PIM—Pre-Trained Individual Manpower
PM—Partial Mobilization
POC—Point of Contact

(Added-ANG) POTUS—President of the United States
PRC—Presidential Reserve Call-up
RC—Reserve Component
RDS—Records Disposition Schedule
RFF—Request for Forces
SAF—Secretary of the Air Force
SAF/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs
SASC—Senate Armed Services Committee
SECAF—Secretary of the Air Force
SecDef—Secretary of Defense
SelRes—Selected Reserve
SIPT—Scheduling Integrated Process Team
SOF—Special Operations Forces
(Added-ANG) TAG—The Adjutant General
TDY—Temporary Duty
TPFDD—Time Phased Force Deployment Data
UCMJ—Uniform Code of Military Justice
UIC—Unit Identification Code
U.S—United States
USAF—United States Air Force
U.S.C—United States Code
(Added-ANG) USC—United States Code
USD (P&R)—Under Secretary of Defense (Personnel and Readiness)
USSOCOM—United States Special Operations Command
USTRANSCOM—United States Transportation Command
UTC—Unit Type Code
WMP—War and Mobilization Plan

Terms

Activation—The ordering of units and individual members of the reserve components to active duty under legislative authority granted to the President, Congress, or the Secretaries of the Military Departments. Activation expands active duty forces through voluntary and involuntary/mobilization authorities.

Administrative Control (ADCON)—Direction or exercise of authority over subordinate or other organizations in respect to administrative matters such as personnel management, supply, services, and matters not including operational missions of subordinate or other organizations.

Air Force Reserve Command (AFRC)—Air Force Reserve Command, unless otherwise specified, refers to unit selected assigned reservists, IMAs, Individual Ready Reserve (IRR), Standby Reserve, and the Retired Reserve. AFRC/CC has oversight over the management and mobilization of IMAs.

Air National Guard (ANG)—Refers to the Air National Guard of the United States. This Reserve Component contains unit selected assigned guardsmen only (no IMA's).

Air Reserve Component (ARC)— This term comprises all the forces assigned to both the Air National Guard and the Air Force Reserve.

Air Reserve Personnel Center (ARPC)—ARPC is the AFRC Direct Reporting Unit (DRU) responsible for management and mobilization of all individual reservists not in the SelRes unit and IMA program (IRR, PIM, etc.).

Amend—To add, delete or change pertinent data on an order to read as originally intended.

Assigned Unit—The ARC unit or organization the Airman is permanently associated with in peacetime.

Attached Unit—The unit an ARC Airman is temporarily associated with while on Federal active duty. The attached unit commander gains/exercises OPCON of the ARC Airman.

Combat Air Forces Scheduling Integrated Process Team (CAF SIPT)—Multi-team of colonels or civilian equivalents representing the Combat Air Forces, which coordinates MAJCOM aviation unit scheduling responsibilities by producing the Consolidated Planning Order (CPO) to meet operational commitments and training requirements.

Call Up—This term applies only to members involuntarily called to active duty under Title 10 U.S.C. § 12304 (Presidential Reserve Call Up).

Command and Control—The exercise of authority and direction by a properly designated commander over assigned forces in the accomplishment of the mission. Command and control functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by a commander in planning, directing, coordinating, and controlling forces and operations in the accomplishment of the mission.

Component MAJCOM (C-MAJCOM)—A type of MAJCOM that is the USAF component to a Unified Combatant Command. The C-MAJCOM integrates, at the strategic level, component activities across all phases of conflict. *NOTE:* A MAJCOM can be both a C-MAJCOM and a Lead MAJCOM.

Conventional Forces—Those forces capable of conducting operations using nonnuclear weapons and those forces other than designated special operations forces.

Cross Leveling—The authority and ability to shift materiel inventory from one owner to meet the requirement of another. At the theater strategic level and operational level, it is the process of diverting en route or in-theater materiel from one military element to meet the higher priority of another within the combatant commander's directive authority for logistics. Cross-leveling plans must include specific reimbursement procedures.

Directorate of Air Expeditionary Force Operations (AFPC/DPW)—A directorate of AFPC, and is itself without authority to exercise operational command authority over Air Force forces. AFPC/DPW authority stems from COMACC's authority granted by the Chief of Staff of the Air Force (CSAF). In its role as the U.S. Air Force's primary single-source force/capability provider, the AFPC/DPW is responsible for executing the Air Force battle rhythm by centrally managing the scheduling and sourcing of forces to meet combatant commander requirements.

Deactivation—The process terminating activation orders, notifying, and transferring an individual or unit from federal active duty status to their previous reserve status. In some instances, deactivation may include return of ADCON to the assigned Reserve Component.

Defer—An action, which for a specified event or period of time, excludes an individual from activation so they may complete training or other requirements. However, the individual is still obligated to report while mobilization authorities are in effect.

Delay—An action that postpones, for a short duration of time (normally less than 30 days), an individual reporting for active duty after mobilization. A delay is used to resolve temporary or unforeseen circumstances.

Demobilization—The process necessary to release from active duty, or Federal service, units and RC members who were ordered to active duty, or called to Federal service pursuant to sections 688, 12301(a) or (d), 12302, 12304, 12306, 12406, and [Chapter 15](#) of Title 10, USC. (In some instances, demobilization may include the return of OPCON to the assigned Reserve Component. This process culminates with the separate and distinct act of deactivation.)

Deployment—The relocation of forces and material to desired areas of operations. Deployment encompasses all activities from origin or home station through destination, specifically including within the United States, inter-theater, and intra-theater movement legs, staging, and holding areas.

Exempt—Status conferred on individuals, which totally relieves their requirement to report for active duty.

Forces List—A total list of forces required by an operation plan, including assigned forces, augmentation forces and other forces to be employed in support of the plan.

Full Mobilization (Title 10 U.S.C. § 12301(a))—Expansion of the active Armed Forces during time of Congressionally declared war or national emergency (or when otherwise authorized by law). Mobilization of all Reserve Component units, in the existing approved force structure, as well as all individual reservists, retired military personnel, and the material resources needed for their support to meet the requirements of a war or other national emergency involving an external threat to national security. Reserve personnel can be placed on active duty for the duration of the emergency plus six months.

Functional Area Manager (FAM)—The FAM is the individual or designated agency, accountable for the management and oversight of all personnel and equipment within a specific functional area to support operational planning and execution. Responsibilities may include: providing input to the development of policy, reviewing policy; developing, managing and maintaining UTCs; developing criteria for and monitoring readiness reporting; force posturing; and analysis.

Gaining Major Command (GMAJCOM)—The major command, field operating agency, or other organization to which units or individuals are assigned upon mobilization (AFPD 10-3).

Home Station— The permanent location of active duty and ARC units (e.g. location of armory or reserve center).

Individual Mobilization Augmentee (IMA)—An individual reservist attending drills who receives training and is pre-assigned to a Active Component (AC) organization, a Selective Service System, or a Federal Emergency Management Agency billet that must be filled on, or shortly after, mobilization. Individual mobilization augmentees train on a part-time basis with these organizations to prepare for mobilization, unless directed otherwise.

Individual Ready Reserve (IRR)—An Airman of the Ready Reserve not assigned to the SelRes and not on active duty. Additionally, the IRR is subject to mobilization pursuant to sections 12301 and 12302 of Title 10, USC. Certain members of the IRR are subject to mobilization under section 12304 of Title 10, USC.

Latest Arrival Date (LAD)—A day, relative to C-day, that is specified by a planner as the latest date when a unit, a re-supply shipment, or replacement personnel can arrive and complete unloading at the port of debarkation and support the concept of operations.

Lead MAJCOM (L-MAJCOM)—A type of MAJCOM that consolidates responsibilities for a particular function in a single MAJCOM, supporting the entire Air Force as applicable. For example, Air Education and Training Command is the Lead MAJCOM for education and training. *NOTE:* A MAJCOM can be both a C-MAJCOM and a Lead MAJCOM.

Major Command (MAJCOM)—Includes MAJCOM, Gaining MAJCOM (GMAJCOM), Lead MAJCOM (L-MAJCOM), Component MAJCOM (C-MAJCOM), Field Operating Agency (FOA), and Direct Reporting Unit (DRU) for the purpose of this AFI. *NOTE:* A MAJCOM can be both a C-MAJCOM and a Lead MAJCOM.

Mobility Air Forces (MAF)—The Mobility Air Forces are comprised of those air components and Service components that are assigned air mobility forces and/or that routinely exercise command authority over their operations.

Military Personnel Appropriation (MPA)—MPA man-days support short-term needs of the active force by authorizing active duty man-days to eligible ARC officers and airmen. The MPA man-day program funds pay and allowances for volunteers and mobilized ARC personnel. These days are at the convenience of the government and are authorized when there is a temporary need for personnel with unique skills or resources that cannot be economically met in the active force. Requirements, allocations, and execution of MPA man-days are tracked and managed by AF/A1M.

Mobilization—The process by which the nation makes the transition from a normal state of peacetime preparedness to a warfighting posture. It involves the assembly, organization, and application of the nation's resources for national defense and it encompasses all activities necessary to prepare systematically and selectively for war. A federal active duty status applying specifically to Title 10 U.S.C. 12302 (Partial Mobilization) and Title 10 U.S.C. 12301(a) (Full/Total Mobilization) in which an Airman is involuntarily called to active duty for the period specified in the applicable statute.

Mobilization Plans—These plans detail responsibilities and procedures for accomplishing timely and effective mobilization. Programming data contained in the USAF WMP-3 and the USAF program series documents will be used as a mobilization planning base.

Operational Control (OPCON)—Transferable command authority that may be exercised by commanders at any echelon at, or below, the level of combatant command. Operational control is inherent in combatant command (command authority) and is the authority to perform those functions of command over subordinate forces involving organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction necessary to accomplish the mission. Operational control includes authoritative direction over all aspects of military operations and joint training necessary to accomplish missions assigned to the command. Operational control should be exercised through the commanders of subordinate organizations; normally this authority is exercised through the Service component commanders. Operational control normally provides full authority to organize commands and forces and to employ those forces, as the commander in operational control considers necessary, to accomplish assigned missions. Operational control does not imply authoritative direction for logistics or matters of administration, discipline, internal organization, or unit training. Also called OPCON.

Partial Mobilization (Title 10 U.S.C. § 12302)—Expansion of the active Armed Forces during time of national emergency declared by the President. Expansion by way of involuntary recall to active duty, Ready Reserve component units, individual reservists, and the resources needed for their support with duration not to exceed 24 consecutive months. No more than 1,000,000 members of the Ready Reserve may be on active duty, without their consent, under this section at any one time.

Presidential Reserve Call up (PRC) (Title 10 U.S.C. § 12304)—The President may augment the Active Armed Forces by a call up of Selected Reserve units and individuals and certain members of the Individual Ready Reserve (IRR) designated essential under regulations prescribed by the SECAF for up to 365 days to meet requirements of an operational mission or respond to certain emergencies. The President must notify the Congress and state the reason for this action. He is limited to no more than 200,000 total Ready Reserve members from all Services, 30,000 of which may be certain IRR members.

Push-Pull Mobilization—The process of activating selected members of the Pre-trained Individual Manpower (PIM) pool (IRR, Standby Reserve, and retirees) in anticipation of their need to fill wartime requirements. The Push-Pull process is intended to supplement the normal requirements based mobilization process (i.e., mobilization to meet requirements only as they become known).

Ready Reserve—Refers to units (Air National Guard and Air Force Reserve) and individual reservists eligible to be called to active duty in their current assignment. The Ready Reserve includes the SelRes and the Individual Ready Reserve (IRR). The SelRes and Individual Ready Reserve liable for active duty as prescribed by law. (Title 10, U.S.C., Sections 268, 12301, 12302 and 12304).

Reconstitution—A specified period approved by the commander to account for equipment, supplies and for stabilizing and replenishing equipment and supply levels. This period of time is restricted to unit gained members.

Rescind—To withdraw an order when it is no longer required.

Retired Reserve—Consists of all personnel transferred to the Retired Reserve (reference DoDI 1215.06, *Uniform Reserve, Training and Retirement Categories*, 7 Feb 07 (Incorporating Change 2 dated 24 Dec 08)) and subject to mobilization IAW DoDD 1352.1, *Management and Mobilization of Regular and Reserve Retired Military Members*, 16 Jul 05.

Revoke—To cancel an order before it goes into effect or before any funds are expended.

Selected Reserve (SelRes)—Those units and individuals within the Ready Reserve designated by their respective Services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other Reserves. All Selected Reservists are in an active status. The SelRes also includes persons performing initial active duty training.

Stand-By Reserve—Refers to personnel who are not members of the IRR or Retired Reserve and for sanctioned reasons are unable to train.

Stop Loss—Presidential authority under Title 10 U.S.C. § 12305 to suspend laws relating to promotion, retirement, or separation of any member of the Armed Forces determined essential to the national security of the United States ("laws relating to promotion" broadly includes, among others, grade tables, current general or flag officer authorizations, and E8 and E9 limits). The President may exercise this authority only if Reservists are serving on active duty under Title 10 authorities for Presidential Reserve Call-up, partial mobilization, or full mobilization.

Total Mobilization—Expands the Active Armed Forces by organizing and/or activating additional units beyond the existing approved force structure and the mobilization of all additional resources, including civilian facilities to round out and sustain such forces, to meet the total requirements of a war or other national emergency involving an external threat to the national security.

Unit Reconstitution—Unit-focused activity following a deployment or operation that is dedicated to accounting for unit assigned members, equipment and supplies, and for stabilizing/replenishing equipment and supply levels commensurate with pre-deployment/pre-operation levels. Unit Reconstitution is a command prerogative and may be approved by the unit commander after completion of redeployment or operations. Unit reconstitution may be approved for any time span up to 30 calendar days as required. Unit reconstitution begins after the unit's release by the C-MAJCOM/C-NAF and is generally accomplished upon the unit's arrival at their home base. Although unit reconstitution is restricted to unit-assigned members, this time period is not intended for the following member actions: completion of required medical evaluations, out-processing, application for retention in the Active Component, application for retention on active duty for hardship, using accrued leave, approved MAJCOM down time, or travel time. All requests for reconstitution time must be coordinated through the respective ARC HQ, the C-MAJCOM/C-NAF, and AF/A5XW (AFCAT WMP).

Volunteerism (Title 10, Sec 12301(d))—Allows the Secretary of the Air Force to activate Air Reserve Component (ARC) SelRes and Participating IRR members in a voluntary federal status (e.g., Title 10 U.S.C. 12301(d)). This authority is normally used as a bridge to expand active force capabilities while awaiting legal authority for involuntary recall.